

How to Import Promotion Codes

1. Log into **Administration**
2. Click on the **Corporate Organization** icon.
3. Open the **Corporate Information** or **Blue Sales** folder that your will be adding the **Promotion(s)** to.
4. Click on the **Promotion** icon.
5. Right click in the **Promotion Code** area and select **New**.
6. In the **Codes** Tab Click on the **Import Example** button.
7. Save and open the example.
8. You will need to fill out the information on the spreadsheet for each promotion code that you wish to import. **NOTE:** If the promotion code is a **Single or Restricted** use code, then enter those number of times the code can be used in **Column C**. If these codes have unlimited uses, then enter **TRUE** in **Column B**.
9. Once you have filled out the information save the spreadsheet and go back into **Agile Administration** and open the **Sales Folder** that these codes will be imported.
10. Right click and select **New**. On the general tab, give your promotion a **Name** the promotion and enter the **Start Date** and **End Date** that these codes will be active.
11. Select the **Codes** tab and then select **Load File**.
12. Select the completed spreadsheet.
13. You will be able to view your **Promotion** codes from the **Codes** tab.

(**Note:** In this page, you can make edits to the promotion code by double-clicking in the field you wish to change)
14. If you have forgotten one of your codes you can add it in this window by selecting the **Add Code** button, and filling out the information in the boxes provided.
15. Once you have double checked all of your codes click **Apply** and now your Promotion Codes are in Agile and ready to be attached to a price.

16. If you need to add more codes to this Promotion at a later date, you can repeat steps without having to edit the price.